

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

Notice AS-2019

**For:** FFAS National Offices

**Reinforcing the Policy for Transferring Records**

**Approved by:** Deputy Administrator, Management



**1 Transferring Records Beginning October 1, 2000**

**A**

**Background**

It is essential that records be correctly established and maintained to:

- aid in the transfer process
- provide easy retrieval of historical information, correspondence, and other documentation when needed for litigation or other purposes.

2-AS contains instructions for FFAS National Offices for preparing administrative and program records for transfer to the Washington National Records Center (WNRC). It is imperative that all offices follow these instructions to meet National Archives and Records Administration standards.

**B**

**Purpose**

This notice:

- reminds offices of the existing policy and procedure for transferring records to WNRC
- notifies offices that **MSD will no longer accept records for transfer that are not established correctly beginning October 1, 2000.**

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**Disposal Date**

May 1, 2001

**Distribution**

All FFAS National Offices

9-20-00

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### 1 Transferring Records Beginning October 1, 2000 (Continued)

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#### C

##### **FFAS National Offices Action**

2-AS, subparagraph 76 D, instructs FFAS National Offices to contact MSD, IMB, Records and Reports Staff **before** having boxes delivered and removing files from file cabinets.

**Note:** MSD may require offices to hold the record boxes approved for transfer for 2 weeks.

FFAS National Offices shall:

- **not** store official records in storage space or filing cabinets to avoid transferring files
  - **not** discard records before they are eligible for disposal
  - review 2-AS policy on the MSD website at <http://www.fsa.usda.gov/dam/MSD/recinfo.htm>.
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#### D

##### **MSD, IMB, Records and Reports Staff Action**

MSD, IMB, Records and Reports Staff shall:

- return all boxes that were not established correctly to the transferring office for revision
  - provide technical assistance, if needed, to bring files into compliance with records management standards.
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#### E

##### **Contact**

Direct questions and inquiries about this notice to Colette Gibbard, MSD, IMB, Records and Reports Staff, on 690-1870.

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